



## DEPARTMENT OF THE NAVY

NAVAL HOSPITAL

BOX 788250

MARINE CORPS AIR GROUND COMBAT CENTER

TWENTYNINE PALMS, CALIFORNIA 92278-8250

IN REPLY REFER TO:

NAVHOSP29PALMSINST 1710.1D

Code 0002

27 December 1996

### NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 1710.1D

From: Commanding Officer

Subj: COMMAND MORALE, WELFARE AND RECREATION (MWR) COMMITTEE

Ref: (a) BUPERSINST 1710.11B  
(b) OPNAVINST 5420.27J  
(c) COMMANDING OFFICER'S EXECUTIVE MEMO NO.1 DTD 23OCT96

1. Purpose. To publish functions and composition of the Command Morale, Welfare and Recreation (MWR) Committee.

2. Cancellation. NAVHOSP29PALMSINST 1710.1C.

3. Background. Per reference (a), this instruction establishes the MWR Committee to provide Naval personnel and their families with programs which will effectively contribute to their morale and well-being. This committee is established in accordance with the guidance set forth in reference (b).

4. Composition. The MWR committee shall be comprised of volunteer representatives from both military and civilian personnel. A minimum of one representative from each department is required, however, there shall be no fewer than ten members, with at least two representatives from each of the following pay grades:

- a. 01 - 06
- b. E7 - E8
- c. E4 - E6
- d. E3 and below
- e. Civil Service, any grade level
- f. Command Master Chief; ex-officio member
- g. Medical and Dental Wives Group representative

5. Action. The MWR Committee shall:

a. Elect a Chairperson, treasurer and secretary from the membership, who will be appointed in writing by the Commanding Officer.

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b. Meet at least monthly.

(1) There must be a majority of the membership present for any decision making process to take place.

(2) The Chairperson shall only vote in a tie breaking decision.

c. Strictly account for funds.

(1) Funds will be audited quarterly by the Command Audit Board.

(2) Funds from sponsored events will be used for the Annual Command Christmas Party and other command-morale-improving functions, as approved by the MWR committee.

(3) Conduct other events, as deemed necessary by the committee, and approved by the Commanding Officer.

(4) Be responsible for recommending staff recreation activities to the Commanding Officer. Reference (a) provides guidance concerning appropriate activities.

d. Submit minutes per reference (c), to the Commanding Officer, to include final approval of expenditures of recreation funds.

6. Applicability. This instruction is applicable to all personnel aboard Naval Hospital, Twentynine Palms, California.



R. S. KAYLER

Distribution:  
List A



**DEPARTMENT OF THE NAVY**

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IN REPLY REFER TO:

NAVHOSP29PALMSINST 1710.1D CH-1  
Code 0102  
16 Dec 99

NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 1710.1D CHANGE  
TRANSMITTAL 1

From: Commanding Officer

Subj: COMMAND MORALE, WELFARE AND RECREATION (MWR) COMMITTEE

1. Purpose. To direct pen and ink change to the basic instruction.
2. Action. On page 1, paragraph 4 add the following sub-paragraph "g. Medical and Dental Wives Group representative."
3. Filing. This change transmittal will be filled immediately after the signature page of the basic instruction as page 3.

A handwritten signature in cursive script, appearing to read "J. M. Huber", is positioned above the printed name.

J. M. HUBER

Distribution:  
List A